



## 1. Programming Standards

The office space standards shown below are to be used during planning and design. Minor adjustments to the actual square footage standard may occur during design as a result of the physical constraints of a given building.

### A. Workstation Standards

1. The maximum size of workstations shall be determined according to the category of employment of the workstation occupant, as described below.
2. Private offices shall only be provided to those employees indicated below.

Workstations by Employment Category		SPACE STANDARD (Program square feet)						
Employment Category	Space Type	Full Time	Contract	TES	Part Time	Field	Intern Workstudy	Volunteer
Clerical	Workstation	60	60	60	45	45	45	45
	WS Size Range	45-60	45-60	45-60				
Professional/Technical	Workstation	85	85	85	60	60	60	60
	WS Size Range	75-85	75-85	75-85	45-60	45-60	45-60	45-60
Supervisor / Manager	Workstation	100	100	100	60	60		
	WS Size Range	90-100	90-100	90-100	45-60	45-60		
Asst City Atty 1	Private Office	125						
Personnel 1	Private Office	125						
Investigator 1	Private Office	125						
Director 1	Private Office	125						
Asst City Atty / Personnel / Director	Office Size Range	110 - 140						
Asst City Atty 2	Private Office	145						
Personnel 2	Private Office	145						
Investigator 2	Private Office	145						
Director 2	Private Office	145						
Asst City Atty / Personnel / Director	Office Size Range	130-160						
Division Director	Private Office	168						
Administrator	Private Office	168						
Division Director / Administrator	Office Size Range	150 - 225						
Department Head	Private Office	256						
Department Head	Office Size Range	200 - 325						
Elected Official	Private Office	325						
Elected Official	Office Size Range	250 - 400						

**B. Purpose of using Space Standards**

The Programming Team developed Space Standards and Factors to be able to begin with Program Areas and project, reliably, to Gross Building Areas. This process also enables the team to examine floor size efficiencies.

**C. Program Areas**

The areas shown in the various Departmental spreadsheets reflect current administrator estimates of people spaces and functional areas needed in 1999. These areas include spaces actually in use (or currently approved for 1999) and do not include related internal circulation. They are based on the Space Standards by Employment Category for staff spaces and best estimates by Department staff for support spaces.

**D. Comparable and Proposed Standards**

The Space Standards by Employment Category for the City of Seattle have been developed over time and through experience by City facilities staff and administration. These standards were compared with other standards from governments of a variety of sizes. The standards are somewhat larger than the State of Washington's, somewhat smaller than King County's and have a wider range than the City of Redmond's. The Programming Team recommends continuing to use the Space Standards as provided, with the addition of one range for private offices of 110 - 160 square feet. The Standards represent a reasonable level of space for administration of a City government of Seattle's size.

**E. Specialty Space Standards**

Spaces other than workstations shall adhere to the following standards. For space types not included in this standard, a space standard shall be determined in consultation with Facility Services staff.

Space Type	Space Standard (Program Square Feet)	Notes
Waiting area		
Small (2 people)	49 sf	
Medium (4 people)	91 sf	
Large (5 people)	147 sf	
Training rooms	N/A	
Mail room/space	Case by case	
Work Room	6% of workstation/office space or 120 sf, which ever is larger	
Kitchen/lunchroom	Roughly 40 sf plus 5 sf for each employee	
Display area	Case by case	
Conference Rooms		
Small (5-8 people)	135 sf	Rectangular table, 10' x 13.5' room
Medium (9-12 people)	204 sf	Rectangular table, 12' x 17' room
Large (13-16 people)	310 sf	Rectangular table, 13.5' x 23' room
Board (24+ people)	720 sf	Rectangular table, 24' x 30' room
Storage		
On-site file storage	5%-10% of workstation/office space	
On-site general storage	Case by case	
Plan or map storage	Case by case	
Storage space for solid waste and Recycling containers	Refer to new guidelines (DCLU) As signed into Ordinance this year (2000)	AN ORDINANCE relating to land use and zoning, amending Section 23.45.006 and adding new Sections 23.47.029, 23.48.031, and 23.49.015 to require storage space for solid waste and recycling materials containers in new commercial developments and new and expanded multifamily developments.

**End of Appendix 1 - B**